

January 27, 2003

TO: 2002 Other Telecommunications
Annual Report Preparers

File TELANRPT

FROM: Kevin H. Klingbeil, Audit Manager
Telecommunications Division
Public Service Commission of Wisconsin

SUBJECT: Filing of 2002 Public Service Commission of Wisconsin
Annual Report for Other Telecommunications Entities

The 2002 annual report software program for telecommunications entities other than incumbent local exchange carriers has been completed and must be used for filing of the 2002 annual report with the Public Service Commission of Wisconsin (Commission). This software program is to be used by the following entity types:

- 1) Alternative Telecommunications Utility (ATU)-Telecommunications reseller entities (RES);
- 2) ATU-Other telecommunications provider entities (OTH), including competitive local exchange carriers;
- 3) ATU-Cable television telecommunications service provider entities (CTV);
- 4) Interexchange carriers and other entities (ARW); and
- 5) Commercial mobile radio service providers (CMR).

The filing date for the 2002 annual report is **April 1, 2003**. An entity risks losing its Wisconsin intrastate certification if the 2002 annual report is not filed with the Commission in a timely manner. In addition, a 2002 annual report filed subsequent to April 1, 2003, may subject an entity to penalties, forfeitures, or other actions. Incomplete annual reports (i.e., reports missing substantive financial and/or statistical information) may be considered not to be in compliance with this filing requirement.

Download the 2002 annual report files and associated installation instructions from the Commission's Web page at <http://psc.wi.gov>. They are accessible by clicking on **Telecommunications, Annual Report Programs and Worksheets**, and **2002 Annual Report Program for Other Telecommunications Providers**. System requirements and a listing of entities required to file the 2002 annual report are also available on the Web page. The listing includes entities currently authorized to provide intrastate service in Wisconsin as well as selected other entities which are not currently authorized but continue to provide service in violation of Wisconsin statutes and/or administrative rules. Use the RES, OTH, CTV, ARW, and CMR types noted on the listing to determine which portion of the 2002 Other Telecommunications Annual Report Program a particular entity should use. **(DO NOT USE THE 2001 ANNUAL REPORT PROGRAM FOR 2002 CALENDAR YEAR REPORTING!)**

Please note the following concerning the 2002 annual report:

- 1) Filing via e-mail using the 2002 program's capabilities is required. No hardcopy printouts, diskettes, Confidentiality Request forms, or notarized affidavits should be filed with the Commission. The only exception is for resellers (with less than \$200,000 of assessable revenues) remitting to the Commission, via mail or courier, a \$100 fee together with a printout of the completed 2002 reseller annual report cover page. **(DO NOT SEND THE \$100 FEE AND RESELLER COVER PAGE PRINTOUT TO THE STATE OF WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS OR DEPARTMENT OF REVENUE!)**
- 2) A streamlined program installation process has been implemented for 2002. Read and follow the Installation Instructions on the Commission's Web page.
- 3) The 2002 annual report program does not support the capability to import prior year data in order to populate first-of-year and last year cells in the current year's program.
- 4) Telephone numbers for potential business and residential customers to contact the company are now required in the Utility portion of the Identification (and Ownership) schedule for all report types.
- 5) CMR entities are required to file the 2002 annual report with the Commission, even though such entities are not currently subject to the intrastate universal service fund assessments.
- 6) Confidentiality capability in the 2002 program conforms to the Commission's confidentiality determinations of March 14, 2002, concerning the 2001 annual reports filed by the above five report types. In the near future, the Commission will issue confidentiality determinations concerning the five 2002 annual report types based on the list of items granted provisional confidential treatment in the Commission's March 14, 2002 confidentiality determinations. The 2002 program includes locks for these items. Please note that no confidentiality capability is incorporated in the 2002 program for the RES, ARW, and CMR types.
- 7) OTH entities must open certain schedules, delete a number in each column, move to a different cell, reenter a number in each column, and save the changes in each schedule. Affected schedules in the ATU-Other report include: Income Statement-Total Company (page 6); Retained Earnings-Total Company (page 11); Operating Revenues (page 14); and Access Expenses, Billing Expenses & Charges Imposed by Another Carrier (page 17).
- 8) When entering average number of subscribers information on page 16 of the ATU-Other annual report, report only **local** telecommunications subscribers. Do not include long distance or Internet service provider subscribers on this schedule.
- 9) Common Language Location Identifier (CLLI) codes are required in the Central Office Data-End of Year schedule (page 19) of the ATU-Other annual report. Please enter the appropriate CLLI code for each central office. CLLI codes normally consist of 11 characters.
For access lines data requested on this schedule, do **not** include lines associated with resale activity.
- 10) OTH entities should note in the Other Information schedule on page 21 of the ATU-Other annual report the Web site address where the company's stockholders' report may be found.
- 11) Municipalities authorized by the Commission as competitive local exchange carriers (CLECs) should report only the CLEC-related amounts in the ATU-Other annual report.

The Telco Annual Report Helpdesk is available to facilitate implementation of the program, address any questions, and receive any suggested improvements to the program. I am the primary Helpdesk contact person; my phone number is (608) 267-9504. (My e-mail address is Kevin.Klingbeil@psc.state.wi.us.) If you are unable to reach me and require immediate assistance, please contact Judy Hein at (608) 266-2655. When calling (or e-mailing) the Helpdesk for assistance, be prepared to provide the following information:

- 1) Type of annual report (RES, OTH, CTV, ARW, or CMR),
- 2) Name and employer,
- 3) Phone number,
- 4) Utility name and ID number, and
- 5) Nature of problem (installation, navigating within the program, etc.).

If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems.

Commission staff does not intend to subsequently notify affected entities or annual report preparers of a maintenance release, if any, associated with this program or of the availability of subsequent years' annual report programs and/or maintenance releases. Staff suggests that interested parties periodically check the Commission's Web page at <http://psc.wi.gov> to ensure that the correct program is being used and that the annual report is filed with the Commission within the filing date guidelines.

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